

**THE NAVAL SURFACE WARFARE CENTER
CARDEROCK DIVISION QUALITY PROCEDURES**

Title:	Procedure Number: 00-0000-062-02	Revision Number: 0	Effective Date: 7 May 98
Supply/Service Request	Prepared by: Ted Ptashkin	Approved by: Sondra D. Gutkind	Page: 1 of 3

6.0 PURPOSE

To describe the process for the ordering of materials and/or services, and the review of purchase requests.

6.1 SCOPE

This procedure applies to all materials Pilot Programs.

6.2 RESPONSIBILITIES

6.2.1 Pilot Program Department Head (PPDH): Implements this procedure.

6.2.2 Approver: Determines acceptability of the requirement and approves the purchase request. Advises Department personnel on purchasing procedures and ensures all Department purchase requests are in compliance with Division requirements. Ensures that funding is available and appropriate for the purchase request. Reviews all purchase requests for accuracy and adequacy.

6.2.3 Contracting Officer's Representative: Ensures delivery order requirements are in compliance with the statement of work or other applicable provisions of the basic contract. Maintains a database or records of all delivery orders.

6.2.4 Requestor: Prepares the purchase request. Ensures the adequacy of all essential elements such as the purchase description, specification, statement of work, delivery or performance schedule, Government estimate, etc.

6.3 DEFINITIONS

6.3.1 Contracting Officer's Representative (COR) - A technically qualified, properly trained individual, nominated by the PPDH and approved in writing by the Contracting Officer, to serve as liaison between the Government and a contractor for the technical aspects of a contract. The COR monitors the contractor's performance, serves as the focal point for the resolution of technical issues and provides technical and administrative support to the Contracting Officer.

6.3.2 Purchase Request - A form or document completely describing the supplies and/or services to be procured. This may include a purchase description,

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specification or statement of work identifying essential, minimum requirements, an independent Government estimate, funding and any other necessary authorizations, approvals and/or justifications.

6.4 PURCHASING PROCEDURE:

6.4.1 Requirements for supplies and services that cannot be obtained from the Supply System by use of the Military Standard Requisitioning and Issue Procedure (MILSTRIP) may be purchased through a variety of methods. Requirements for stock-numbered items available from the Supply System shall be processed through the Industrial Logistics Support Management Information System (ILSMIS).

6.4.1.1 Requirements that can be satisfied through use of a Bankcard shall be processed in accordance with the Carderock Division Bankcard User Manual. All Bankcard transactions must be entered into ILSMIS.

6.4.1.2 Requirements that cannot be satisfied through the Stock System or through a Bankcard transaction within the Department shall be forwarded to Code 33 for purchasing action in accordance with Division Procedure [00-0000-062-01](#). Purchases that do not exceed the Simplified Acquisition threshold shall be entered into ILSMIS and electronically forwarded to code 33. Purchases that exceed the Simplified Acquisition threshold shall be manually forwarded to Code 33.

6.4.1.3 Requirements for services that will be satisfied through issuance of a delivery order under an indefinite quantity-indefinite delivery contract shall be forwarded to code 33 via the Contracting Officer Representative (COR). The COR shall ensure the delivery order requirements are in compliance with the statement of work or other applicable provisions of the basic contract, in accordance with the COR appointment letter.

6.4.2 Deliverables: All material is to be verified for conformance upon receipt, per the requirements specified in the purchasing documents. All nonconforming products are to be identified and dispositioned per Division Quality Procedure [00-000-132-01](#). When warranted, a Corrective or Preventive Action Request (C/PAR) form, per Division Quality Procedure [00-0000-142-01](#), shall be initiated to improve and ensure the supplier's performance and capabilities.

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6.5 REFERENCES

- 6.5.1 Industrial Logistics Support Management Information System (ILSMIS)
- 6.5.2 Carderock Division Bankcard User's Manual
- 6.5.3 Division Procedure [00-0000-062-01](#)
- 6.5.4 Division Procedure [00-0000-132-01](#)
- 6.5.5 Division Procedure [00-0000-142-01](#)

6.6 RECORDS

- 6.6.1 Purchase Request

6.7 ATTACHMENTS

None